



State of Louisiana


DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

Memorandum

To: Cabinet Secretaries, Elected Officials, Agency Heads,
Undersecretaries

From: Jerry Luke LeBlanc
Commissioner of Administration 

Date: August 3, 2006

RE: Cooperative Endeavor Format – Line Item Appropriations

In accordance with my memorandum of July 19, 2006 regarding accountability requirements for line item appropriations, the Division of Administration has finalized the cooperative endeavor format, reporting documents and guidelines for submitting these agreements to the Office of Contractual Review for final approval before disbursements can be made. These documents are available on OCR's website at www.doa.louisiana.gov/ocr/ocr.htm

Please be reminded that these are meant to provide some consistency across agencies, but that modifications to the agreements may be made as deemed necessary and appropriate by the contracting agencies. Modifications may add information but should not reduce the level of reporting required by these documents.

Any questions concerning this documentation should be directed to the Commissioner's Office, Division of Administration at 225-342-7000.